

Suffolk County Food Truck Zoom Webinar

July 7, 2020
10AM – 11AM



ARE YOU INTERESTED IN STARTING A FOOD TRUCK BUSINESS?



The Suffolk County Departments of Economic Development & Planning and Health Services invite you to join a Food Truck Zoom Webinar to discuss:

- Opportunities in the Market
- Getting Started
- Permitting
- Business Recovery
- Success Stories and Mistakes to Avoid

TUESDAY, JULY 7, 2020
10 AM – 11 AM

Please click [here](#) to register in advance of the meeting or scan the QR code below using a smart device:



COUNTY EXECUTIVE STEVE BELLONE



“We are working to bring our economy back stronger than ever and continue to learn what works best in regards to protecting public health,” **said Suffolk County Executive Steve Bellone.** “Outdoor dining has proven successful during the COVID-19 pandemic, and food trucks are uniquely positioned to adapt to the challenges posed by this crisis. This webinar will help potential business owners navigate the process and address any questions and concerns they might have.”

Commissioner Natalie Wright - Dept. of Economic Development and Planning



The Current Opportunity for Food Trucks

- Food trucks are uniquely positioned to adapt to COVID-19 social distancing requirements. They are a food services businesses situated in outdoor spaces particularly relevant concept given the current climate

The Need for Outdoor Dining Areas

Phase 3 of New York Forward began June 24, 2020 in Suffolk County, allowing indoor dining in food establishments, up to 50% of maximum occupancy. Outdoor spaces with patron seating may continue to be provided, where permitted. Seats may be temporarily relocated outside of the establishment without requiring a new application to the Department of Health Services, provided the total number of seats inside and outside the food establishment that are designated for use as dining seats does not exceed the number of *TOTAL SEATS* printed on the permit. The following conditions for outdoor dining areas must also be met:

- No food preparation is permitted in exterior dining areas.
- The facility does not undergo substantial remodeling, or make significant structural changes such as adding building square footage or modifications that affect external water supply/wastewater management infrastructure.
- Relocation of dining seats must be compliant with all applicable state and local laws, codes, ordinances, rules and regulations.
- Relocated outdoor seating is subject to all COVID-19 recovery/reopening requirements, such as social distancing, personal protection interventions which include wearing face coverings, and capacity reductions that are issued by the New York State Department of Health or by Executive Order issued by the Governor.

In order to assist your business and facilitate compliance with applicable codes, rules and regulations, the following items should be completed:

1. Review the [New York State Department of Health Interim Guidance for Food Services During the COVID-19 Public Health Emergency](#) and submit to NY State your affirmation of operation. **If you previously submitted affirmation of guidance for outdoor dining only during Phase 2, the Phase 3 guidance affirmation must be submitted for the addition of indoor dining.**
2. Develop and maintain on the premises a written safety plan outlining how you will prevent the spread of COVID-19 in your business. The NYS Department of Health has provided a [Safety Plan Template](#) that you may use. **If you previously developed a written safety plan for outdoor dining only during Phase 2, your safety plan may need editing to include additional or different measures that address the Phase 3 allowance for indoor dining.**

An additional available resource is Suffolk County Department of Health Services' [Affirmation of Compliance for Outdoor Seating](#). The printed certificate of affirmation is available to assist businesses and facilitate compliance but is not a requirement.

Be aware that other government agencies may continue to require approvals for outdoor dining, depending on your location and type of operation.

Starting a Food Truck Business in Suffolk County



Presented by:
Suffolk County Department of Health Services
Bureau of Public Health Protection
360 Yaphank Avenue, Suite 2A
Yaphank, NY 11980



Public Health
Prevent. Promote. Protect.

DHS permits and regulates food trucks and food establishments...

To prevent foodborne illness



What is a food truck?

- A food truck is a mobile food establishment with a menu restricted to foods that require limited preparation and handling.
- All food trucks operate in conjunction with an approved commissary
- Most food trucks require written Health Department review and approval before operating.

Best Food Truck Advice Ever!!

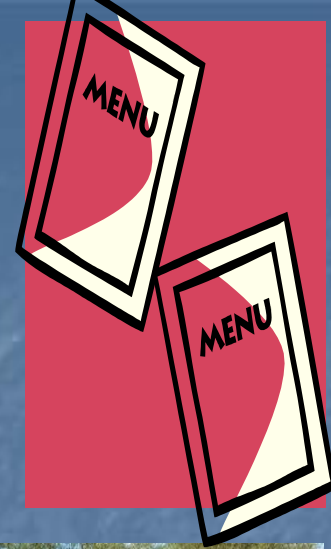
- Contact the Department before purchasing or building a food truck to make sure that it meets Suffolk County Health Department requirements

DO YOUR HOMEWORK
















Types of Food Trucks

- Pushcart
- Coffee Truck
- Hot Dog Truck
- Frozen Dessert Truck
- Mobile Dining Vehicle
- Special Event Truck / Mobile Fast Food Restaurant
- Off-Premises Catering Vehicle
- Dinner Cruise Vessel

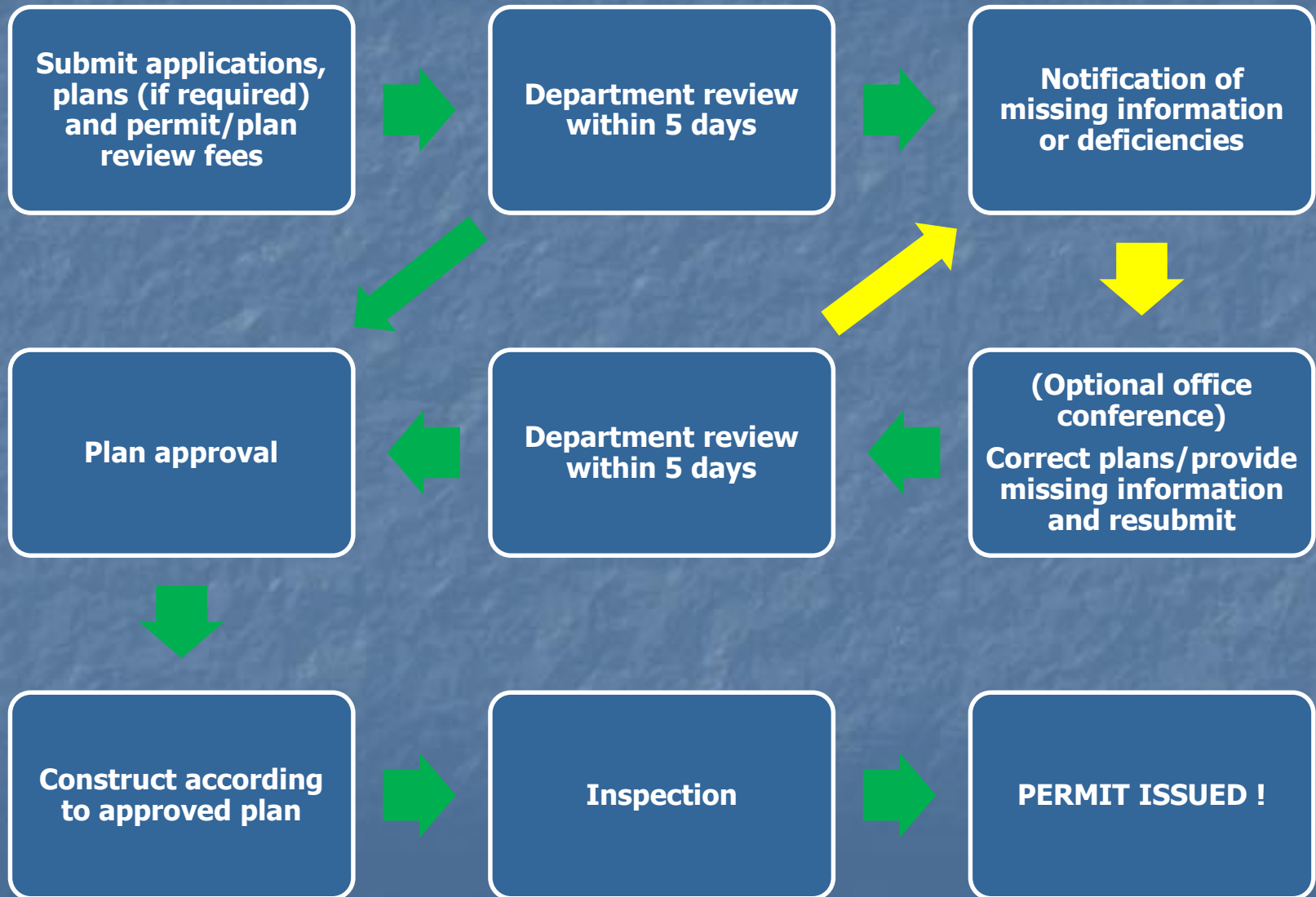
Different categories are based largely on menu



Food Truck Standards

suffolkcountyny.gov/Departments/Health-Services/Public-Health-Protection/Food-Protection/PHP-Documents-and-Forms				
Maps News Grants Agencies Research - Health Timesheets Suffolk County Ag... Suffolk County Legi... Legislative Informat... phplist :: PH				
Codes and Standards				
Name	Type	Size	Modified	
«« Go back				
 Caloric Content.pdf	pdf	10.9 KB	more than a year ago	
 Nutrient Content.pdf	pdf	22.1 KB	more than a year ago	
 SuffolkCountySanitaryCode_Article 13.pdf	pdf	270.7 KB	more than a year ago	
 Temporary Food Service Standards.pdf	pdf	55.2 KB	more than a year ago	
 Type 1 Limited Estab - Food Delivery Service.pdf	pdf	84.9 KB	more than a year ago	
 Type 10 Limited Estab - Dinner Cruise Vessel.pdf	pdf	36.1 KB	more than a year ago	
 Type 11 Limited Estab - Kiosk.pdf	pdf	28.7 KB	more than a year ago	
 Type 2 Limited Estab - Pushcart.pdf	pdf	17.7 KB	more than a year ago	
 Type 3 Limited Estab - Coffee Truck.pdf	pdf	17.8 KB	more than a year ago	
 Type 4 Limited Estab - Hot Dog Truck.pdf	pdf	33.4 KB	more than a year ago	
 Type 5 Limited Estab - Frozen Dessert Truck.pdf	pdf	30.2 KB	more than a year ago	
 Type 6 Limited Estab - Mobile Dining Vehicle.pdf	pdf	34.5 KB	more than a year ago	
 Type 7 Limited Estab - Special Event Vehicle.pdf	pdf	35.4 KB	more than a year ago	
 Type 8 Limited Estab - Mobile Fast Food Restaurant.pdf	pdf	35.4 KB	more than a year ago	
 Type 9 Limited Estab - Off-Premises Catering Vehicle.pdf	pdf	36.9 KB	more than a year ago	

The Permit/Review Process



Plans May Not Be Required!

- If your vehicle has held a permit to operate in Suffolk County within the previous 2 years as the specific vehicle type for which you are applying, PLAN REVIEW IS NOT REQUIRED.
- Applications/forms must be submitted, all fees must be paid, and the truck must be inspected for a permit to be issued
- Inspections conducted Monday – Friday between 9:00 am and 11:00 am at SCDHS, 360 Yaphank Ave., Suite 2A, Yaphank (631) 852-5999



Completing Applications and Forms

- Review the [Food Truck Standards](#) and identify the vehicle type for which you are applying
- Request an application package for the type of vehicle
- Complete all forms and gather copies of required documents
- Plans
 - 2 copies of a top down view, showing all equipment
 - 2 copies of a side view, showing water, waste and hot water supply
- Submit

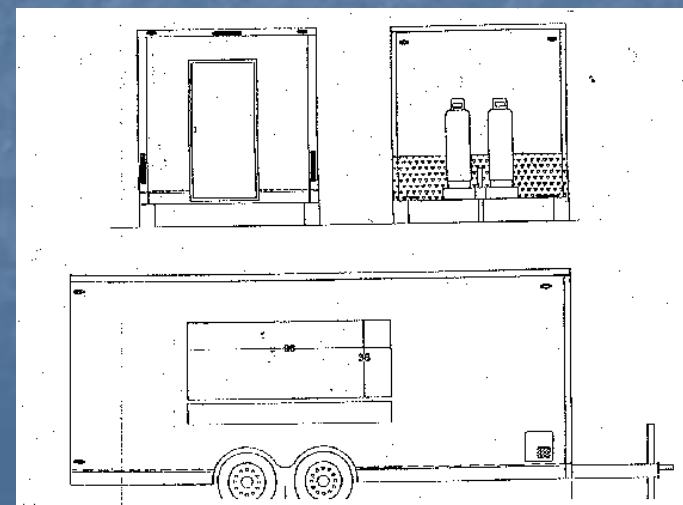
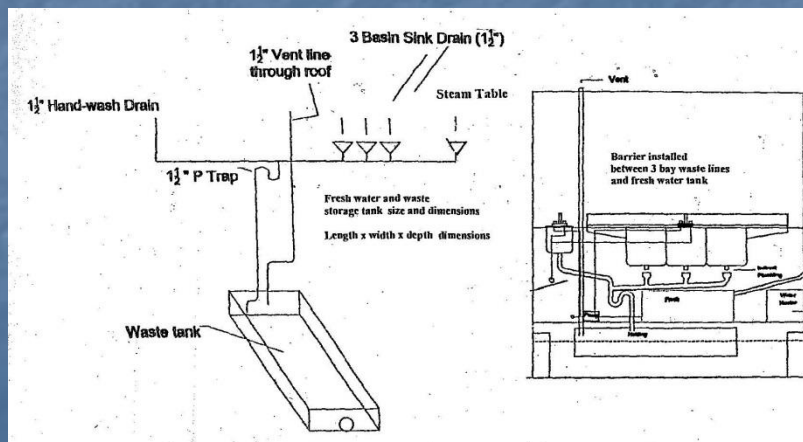
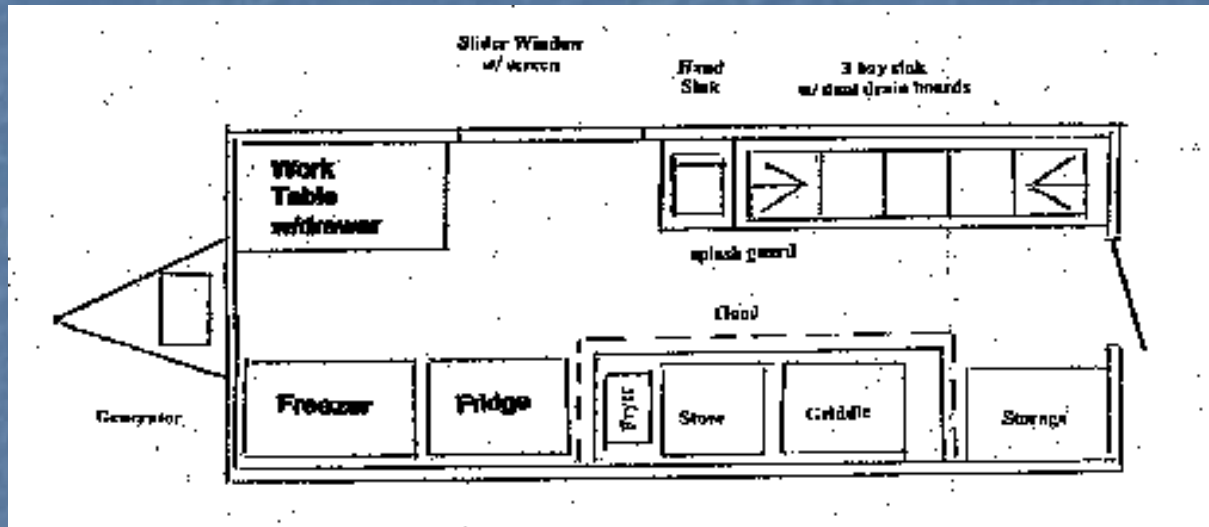


What's A Commissary?

- A food establishment or facility permitted or licensed by SCDHS or other agency
- Location where food trucks are cleaned, supplied with water, food, single-service items, and where wastewater is properly disposed
 - Commissary functions MAY be provided at multiple locations



Sample Plan Drawings



Most Common Plan Deficiencies

- No menu submitted
- Incomplete forms
- Plans drawn incorrectly, not to scale, not all equipment shown
- Schedule a meeting!
 - If plans need revision, meet with plan reviewer to ensure success



Once Plans Are Approved....

- Construct, build, modify, purchase according to approved plans
- Make sure all equipment is working properly, especially refrigeration
- Schedule a pre-operational inspection
 - Monday – Friday between 9:00 am and 11:00 am at SCDHS, 360 Yaphank Ave., Suite 2A, Yaphank (631) 852-5999



Food Handler Training

- A person-in-charge who possesses a food safety certificate from an approved authority must be on board during all hours of operation
- Menu determines type of certificate required
- Recertification required every 3 years
- <https://www.suffolkcountyny.gov/Departments/Health-Services/Public-Health-Protection/Food-Managers-Course>



Where Can I Sell My Food?

- Roadside peddling and vehicle storage/parking regulations are determined by Towns and Villages, not SCDHS
- Routes/territories (frozen dessert, coffee trucks)
- Private businesses
- Fairs, festivals, carnivals



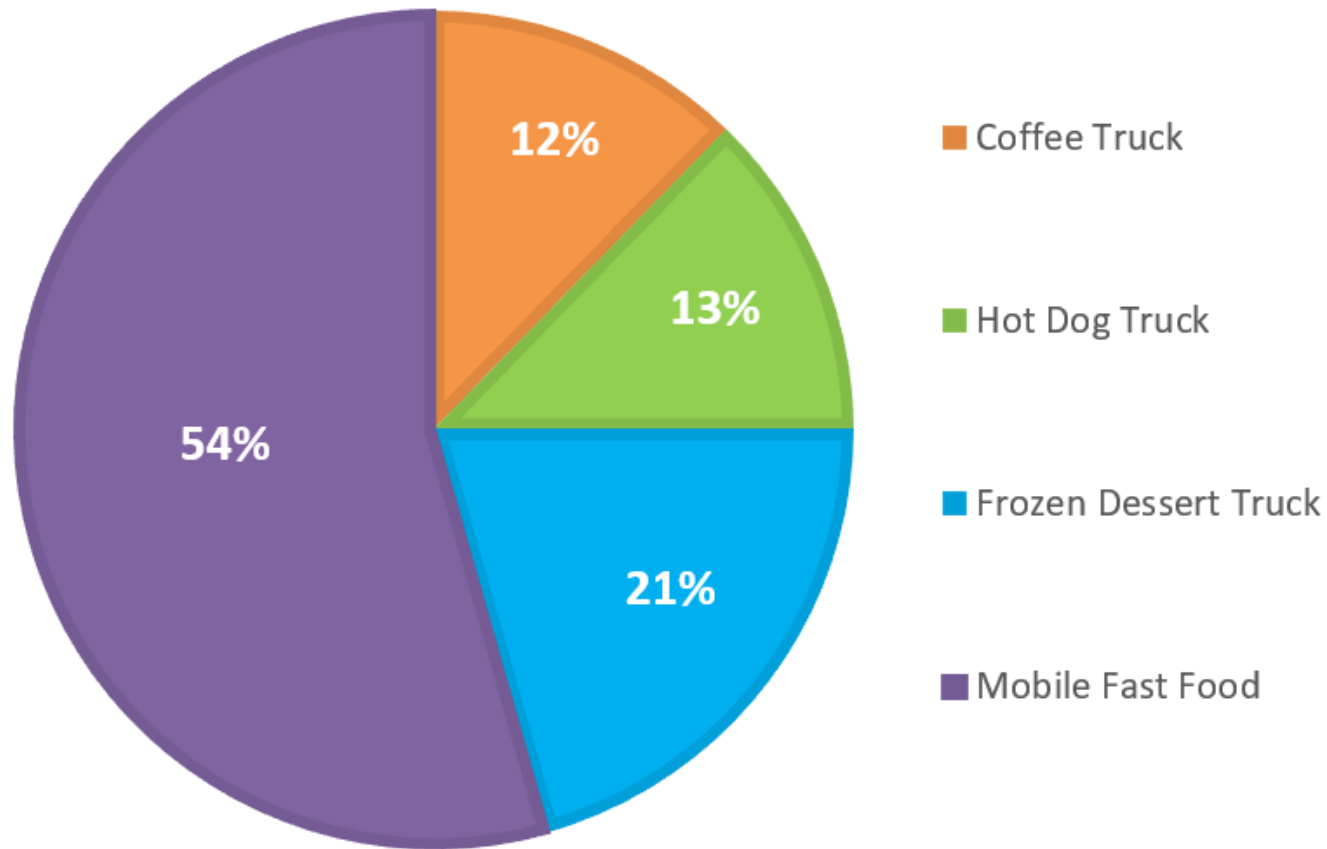
Food Trucks During COVID



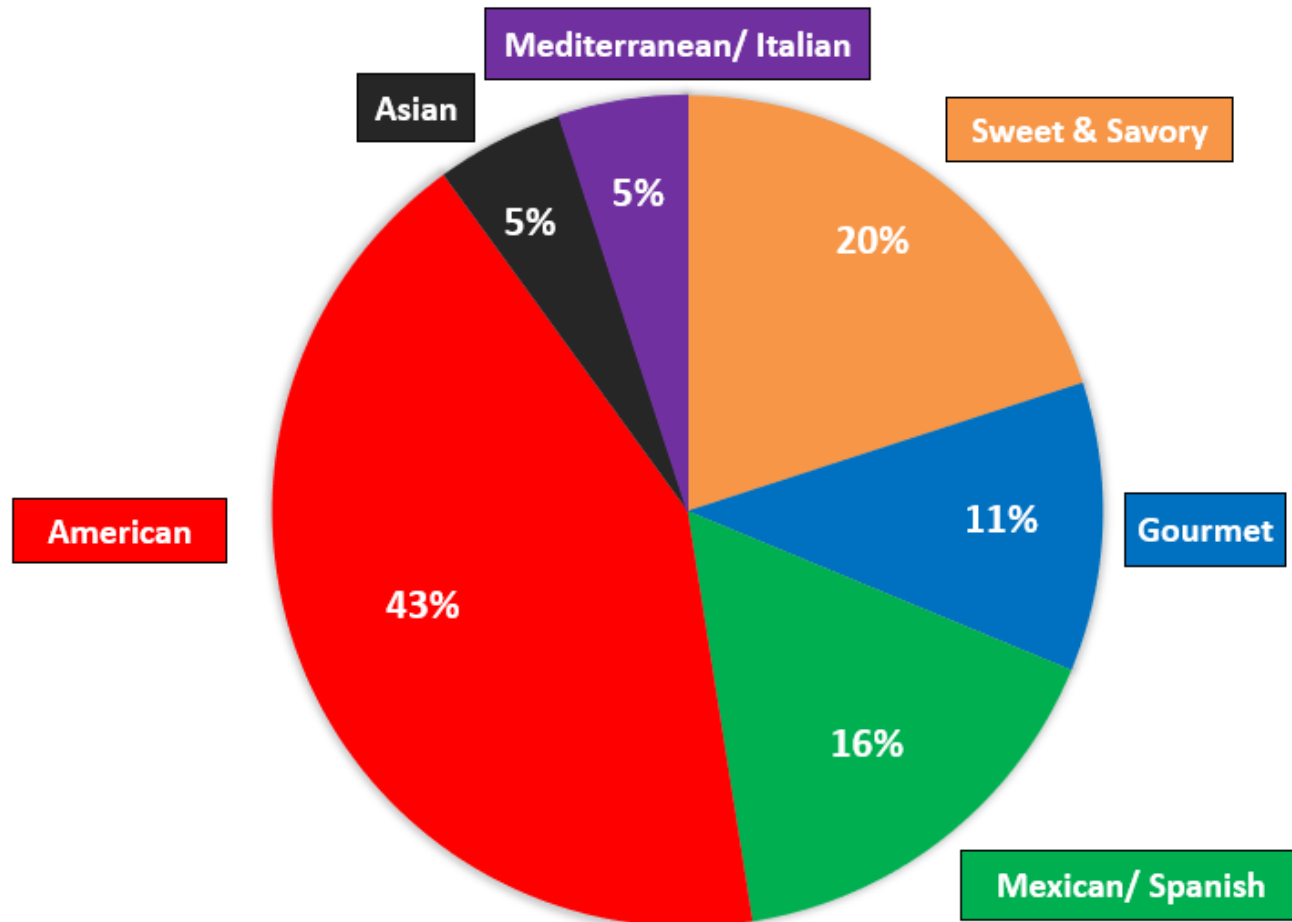
Where: Gathering Spaces

- Hospitals
- Community Centers
- Parks
- Pools
- Parking Lots of Essential Businesses

SC Food Truck Operations



Mobile Fast Food Breakdown



SC Town Contacts

TOWN	DEPARTMENT	CONTACT INFO
Islip	Town Clerk	631-224-5490
Babylon	Town Clerk	631-957-3005
Brookhaven	Town Clerk	631-451-9101
Huntington	Town Clerk	631-351-3206
East Hampton	Town Clerk	631-324-4143
Riverhead	Town Clerk	631-727-3200
Shelter Island	Town Clerk	631-749-1166
Smithtown	Fire Marshal	631-360-7553
Southampton	Town Clerk	631-287-5740
Southold	Gov. Liason - Dennis Noncarrow	631-765-5806

SC Village Contacts

VILLAGE	DEPARTMENT	CONTACT INFO	
Brightwaters	Village Administration	631-665-1280	TOWN OF ISLIP
Islandia	Village Administration	631-348-1133	
Ocean Beach	N/A	N/A	
Saltaire	N/A	N/A	
Amityville	Mayor's Secretary - Wendy O'Neill	631-264-6000 ex. 407	TOWN OF BABYLON
Babylon	Building Department	631-669-1300	
Lindenhurst	Code Enforcement	631-957-7519	
Belle Terre	Mayor's Office	631-928-0020	TOWN OF BROOKHAVEN
Bellport	Building Department	631-286-0327	
Lake Grove	Code Enforcement	631-585-2000 ex. 109	
Old Field	Village Administration	631-941-9412	
Mastic Beach	Village Administration	631-281-2326	
Patchogue	Village Clerk	631-475-4300 ex. 114	
Potquott	Village Hall	631-476-4043	
Port Jefferson	Village Hall	631-473-4724	
Shoreham	Village Administration	631-821-0680	
Asharoken	Village Hall	631-261-7098	TOWN OF HUNTINGTON
Huntington Bay	Village Hall	631-427-2843	
Lloyd Harbor	Village Clerk	631-549-8893	
Northport	Village Hall	631-261-7502	
East Hampton	Rebecca Hansen	631-324-4150	EAST HAMPTON
Dering Harbor	N/A	N/A	SHELTER ISLAND
Head of the Harbor	Village Clerk	631-584-5550	TOWN OF SMITHTOWN
Nissequogue	Safety	631-862-9494	
Village of the Branch	Village Administration	631-265-3315	
North Haven	Village Hall	631-725-1378	TOWN OF SOUTHAMPTON
Quogue	Village Clerk	631-653-4498	
Sagaponack	Village Hall	631-537-0017	
Southampton	Village Hall	631-283-0247	
West Hampton Beach	Village Clerk	631-288-1654	
West Hampton Dunes	Village Clerk	631-288-6571	

Where Can I Operate?



Parks, Recreation
and Historic Preservation

FOR INFORMATION ON ACQUIRING A FOOD TRUCK PERMIT FOR THE FOLLOWING STATE PARKS, PLEASE CONTACT JOSE MENDEZ AT REGIONAL CONCESSIONS AT (631) 321-3552

- Belmont Lake State Park - West Babylon
- Brentwood State Park - Brentwood
- Heckscher State Park - East Islip
- Hempstead Lake State Park - Hempstead
- Hallock State Park - Riverhead
- Orient Beach State Park - Orient
- Valley Stream State Park - Valley Stream



How Much Does it Cost to Start a Truck?

Every food truck business is different, so it's important that you get quotes from every truck manufacturer/renter, commissary and truck wrapping (the design on the outside) place you can find.

Contact DHS and your intended town of operation(s) to understand local regulatory requirements.

I found a builder to build my food truck. Is there anything I should require?

- Make sure that your food truck builder understands the requirements of the food codes in your region.
- Create a contract that ensures that if there are mistakes and your truck does not pass the health department inspection that the builder is responsible.
- If the food truck builder has a deadline, make sure that there are financial penalties if the builder does not meet that deadline.
 - For example, if the builder says August 1st 2020 will be the day that the truck is permitted and ready to operate, insert a penalty for every day the builder is late: \$100-\$150 per day
 - Make sure that the penalty is attached to the day the truck is permitted, not to the day the truck is completed.
- Ask to see other food trucks the builder has done. Talk with those vendors if you can.

Business Resources



COVID-19 ASSISTANCE - Here is an update from **Food Trucks Nationwide:** Struggling to get started? The following questions might help point you in the right direction. Do you need:

- Capital to cover the cost of retaining employees? Then the [Paycheck Protection Program](#) might be right for you.
- A quick infusion of a smaller amount of cash to cover you right now? You might want to look into an [Emergency Economic Injury Grant](#).
- Just some quality, free counseling to help you navigate this uncertain economic time? [The Resource Partners](#) might be your best bet.
- The NRA/ServSafe came up with a [free takeout/delivery training guide](#)
- [Best Food Trucks](#) opened their mobile online ordering and marketing platform for use at non-BFT managed locations. This means you can use their platform to set up custom locations, accept online orders, and also have access to a few marketing tools. Custom links allow mobile vendors to promote their location on social media as well as generate emails with your menu to subscribers. They are currently offering this along with a few other features and customization abilities to all mobile vendors at no charge to help you serve your community. [Download the app today](#) to give your customers online ordering capabilities and put your kitchen on the map.

Business Resources

[New York Forward Loan Fund \(NYFLF\)](#) supports New York State small businesses, nonprofits and small landlords as they reopen after the COVID-19 outbreak and NYS on PAUSE.

NYFLF targets the state's small businesses with 20 or fewer full-time equivalent (FTE) employees (90% of all businesses), nonprofits and small landlords that have seen a loss of rental income. Small businesses can apply for a loan in the amount of the lesser of (a) \$100,000 or (b) up to 100% of average monthly revenues in any 3-month period from 2019 or first quarter of 2020.

NYFLF is providing working capital loans so that small businesses, nonprofits and small landlords have access to credit as they reopen. These loans are available to small businesses, nonprofits, and small landlords that did not receive a loan from either the U.S. Small Business Administration (SBA) Paycheck Protection Program (PPP) or SBA Economic Injury Disaster Loans (EIDL) for COVID-19 in 2020. The loans are not forgivable in part or whole. The loans will need to be paid back over a 5-year term with interest.

The working capital loans are timed to support businesses and organizations as they proceed to reopen and have upfront expenses to comply with guidelines (e.g., inventory, marketing, refitting for new social distancing guidelines) under the New York Forward Plan.

Business Resources

<https://www.psegliny.com/inthecommunity/revitalization/chambers>

In the Community / Revitalizing Communities

Chambers of Commerce and Business Improvement Districts

Chambers of Commerce and
Business Improvement Districts

Main Street Revitalization

Vacant Space Revival

Supporting the Business
Community

Contact Us



Special Grants Available for a Limited Time!

Let's get back to business

As you rethink and recreate outdoor commercial spaces, PSEG Long Island is providing grants of up to \$5,000 to reimburse the purchase of materials including, but not limited to:

- outdoor seating, tables and lighting
- durable safety materials
- signage

Funding is limited and available first come, first served. Eligible grantees include Chambers of Commerce and Business Improvement Districts. You may use the grant toward the purchase of any materials that enable outdoor shopping and/or dining.



- Contact the Bureau of Public Health Protection

- General (631) 852-5999
- Food Truck Plan Review (631) 852-5854
- Food Manager Training (631) 852-5997

- Food Protection Program Website

<https://www.suffolkcountyny.gov/Departments/Health-Services/Public-Health-Protection/Food-Protection/PHP-Documents-and-Forms>



Contacts:

- August Ruckdeschel – Economic Development Specialist
 - 631-853-4714
 - August.Ruckdeschel@suffolkcountyny.gov
- Juliann Navarra – Community Development Specialist
 - 631-853-5003
 - Juliann.Navarra@suffolkcountyny.gov
- Stephen Kane – Principal Public Health Sanitarian
 - 631 852-5858
 - Stephen.Kane@suffolkcountyny.gov